

2022 Summer Food Service Program (SFSP) Application Packet Overview

Summer Food Service Program (SFSP) sponsors that wish to participate in the program in Summer 2022 must have an approved 2021-2022 SFSP Application Packet on file. The application must be completed in the [Harvest Child Nutrition System](#). **New SFSP Application Packets must be submitted by June 1st, 2022 and approved by the State agency prior to the beginning of Program operation.**

Once the user has logged into the system, select 'Applications' in the upper left corner. Be sure to select program year 2021-2022.

New SFSP Application Packets must be submitted by June 1st, 2022. New sites may be submitted after that date, any time throughout the summer.

Outlined below are important reminders when completing the SFSP Application Packet. Reference this document throughout the Application Packet process.

The system has a "Messages" tab that will display errors and show if any tabs were unvisited.

Organization Profile

Organizations applying to participate in the SFSP must have a complete Organization Profile in the Harvest Child Nutrition System. School Food Authorities (SFAs) and organizations which operate other Child Nutrition Programs (CNP) may already have a completed Organization Profile on file for the current year. These organizations should still review their Organization Profile to ensure information is up-to-date and accurate.

In Organization Profile Page 1, the organization must indicate the county they are located in and the SAM UEI and its expiration date. This number is formerly known as the DUNS number, but recently transitioned to the SAM UEI. This number is registered in SAM.gov, the federal database that indicates entities have not been suspended and disbarred from receiving federal funds. Please see the [SAM UEI Transition Presentation](#) for more information. If you are a returning sponsor, you should already have a registered DUNS number in SAM.gov. and the U.S. General Services Administration (GSA) has automatically assigned your entity a SAM UEI. The organization must also submit a copy of the SAM.gov Entity Registration. For information on how to register for a SAM UEI, please refer to [Get Started with Registration and the Unique Entity ID](#) on Sam.gov. The organization must also indicate their highest level of contact in the Organization Profile Page 1.

In Organization Profile Page 2, the organization must indicate whether they contract with a Food Service Management Company (FSMC). Organizations contracting with an FSMC must fill out the information related to their contract, including the primary contact, and beginning and end dates of the contract.



In Organization Profile Page 3, the organization must select the Program(s) they will be participating in (SFSP) and their entity type. Once the information has been entered into each page of the Organization Profile, navigate to the Acknowledgement and Certification tab to submit.

The Organization Profile will be automatically accepted by the system.

Organization Application

Select “Applications” and under Summer Food Service Program select “Create Application for 2021-2022”. If operated the program last year, a message will pop up asking, “Would you like to preload the application with last year’s data, if it exists? Copying data from the prior year may take a while in you have a lot of sites.” Please be sure to update any necessary information, including current dates and contact information. For those organizations that operated SFSP in School Year 2020-2021 and are carrying over last year’s application information: keep in mind that the “Begin Date” in the Org Info tab of the Organization Application will display as the beginning of last school year. Please pay particular attention to the new questions added to the packet.

Please note that for sites that have their information carried over, the status of the site will show as “In Progress”. If the Organization Application and at least one Site Application are completed and submitted, all of the “In Progress” sites will then show as “Submitted.” Even the sites where the information was not updated, and all questions were not completed, will now show as “Submitted.”

The functionality to delete Site Applications or Meal Preparation Facilities from the packet that will not be operating in the current year is available in the system. The options in the Action column will be to “Open” or “Delete” the site(s). If you select “Delete”, a warning message will appear that asks, “Are you sure want to delete the site application?” If you select “No”, the system will continue to display the screen with the list of Site Applications. If you select “Yes”, the site Status will show as Deleted and the Action will show the option to “Start” the site.

Ethnic and Racial Data

- Using the link provided in the instructions, the organization must search for the county in which the Sponsor’s office is located to obtain ethnic and racial data of the population in that geographical area. This information must be entered for both Ethnicity and Race. Ethnicity and race are separate categories.

Training

- The Sponsor must indicate that someone from the organization has received the mandatory SFSP training from the State agency, “Did the Sponsor Administrator, SFSP Director or Contact Person, attend this year’s state training?” The positions listed in this question are all fields in the Contact Info tab. If none of the individuals named in those fields in the Contact Info tab attended the training, please provide the name of the sponsor representative that did attend training.
 - If staff participated in the live Summer Meals Sponsor Training webinar on April 26th, 2022, enter that date. If they watch the recording, enter the date of viewing.

- Staff must watch the recording or read through Summer Meals Training Summer 2022. For either method of training, enter the date of completion.
- Enter the planned date to provide the SFSP training to all other individuals involved in program operation and implementation and the name of the person responsible for providing the training, or ensuring that it is completed.

Budget

- The Operating Reimbursement and Administrative Reimbursement sections populate based on information entered in the Site Application(s). **Please complete the Site Application(s) before the Budget tab.** The Budget tab multiplies the projected Average Daily Participation for each sites' meal service by the days of operation and by the applicable reimbursement rate.
- The Budget tab includes more questions than asked in previous years' SFSP Application Packets. This is designed to capture a more comprehensive picture of program operation. Please make the best educated projection. The costs should be based on operation from beginning of program operation to the end of program operation in summer 2022. The Operational Staff and Administrative Labor is reported by "# of Days per Month" and "# of Months".

Meal Preparation Facilities

- For sites with vended meals agreements, Food Service Management Company (FSMC) contracts, and/or central kitchens that will send meals to other locations, answer "yes" to the question, "Do you have central or vended meal preparation facilities to document?" To create a new facility, select "Add Facility" on the far right of the screen. For self-preparation central kitchens, select "Self-prepared Central Kitchen". For FSMC sites, select "Vended by Food Service Management Company (FSMC)".

Site Application(s)

Complete a Site Application for each of sites where meals are served. Distribution locations should not have their own Site Application, and should instead be counted under the Site Application where the meals are being prepared. Distribution locations include: busses or vans parked at a bus stop for a brief period to pick up meals for home consumption, or direct delivery to households. If meals are being delivered to households, written permission from the household must be obtained and kept on file. If you have questions about distribution locations, please contact the State agency.

Site information can be updated throughout the summer, however it must be submitted and approved prior to implementation. It is critical that Site Applications contain the most up to date information possible, as this information is regularly provided to the USDA and open site information is used to populate the [USDA Meals for Kids Site Finder](#) and 2-1-1, the United Way-run resource hotline.

New sites can be added at any time throughout the summer, however no reimbursement will be received for meals served at these sites prior to the approval of the Site Application.

Site Information

- Be sure to include the correct site county in the Physical Address. This is a factor in determining the applicable reimbursement rate.

Site Type and Eligibility

“Is your site an academic summer school?” Closed-Enrolled sites cannot just serve academic summer school programs. For these purposes, “academic summer school” is defined as a program operated by the SFA/school that students are required to attend, or that would result in a grade on the student’s transcript. Most programs in Vermont are considered “enrichment” rather than “academic” programs.

- If the site did not operate last year, a date must be entered for the pre-operational visit. Sponsors must conduct the pre-operational visit prior to the start of Program operation.
- In the SITE TYPE section, if you are using School Data or Census Data to establish an Open, Open Restricted, or Closed-Enrolled site, work with Jamie Curley, jamie.curley@vermont.gov, to determine which information to use.

If the site qualifies through School Data:

If the site is located at a school with 50% or more Free and Reduced-Price eligibility in the most recent Site Enrollment Report, the system will automatically populate this information.

If this is not the case, the system will ask “Are you using an alternate option as instructed by the State agency?” This option should only be selected with explicit permission from the State agency. If not, please select “No” and proceed to the other options.

The site may use:

- A subsequent month where a school is eligible. Enter the month, F&R%, school name, SFA name, and program year of school data.
- If the site is not located at a school, but in the attendance area of a 50% or more F&R school, or if the site is a school using a different school’s free and reduced-price information, enter the following:

Month and Year of Eligibility, Percentage, and Program Year of School Data: If using the school’s official Free and Reduced percentage from the current year, [Free and Reduced Eligibility Report on the Child Nutrition Programs webpage](#), put 10/31/2021 as the month and year of eligibility and 2021-2022 as the program year of school data.

If the school reaches 50% or more free and reduced eligibility in any month from November 2021 to June 2022, that percentage may be used instead of the official number from the Free and Reduced Eligibility Report. Enter that month and year and in the month and year of eligibility. The day does not matter in this case. Enter 2021-2022 as the program year of school data. If the school’s official Free and Reduced percentage from a previous year is used, using the 5-year flexibility provision, put 10/31 and the

relevant year in month and year of eligibility and the applicable program year in the program year of school data.

School Name: Enter the school's name.

SFA Name: Enter the SU or SD name.

If the site qualifies through Census Data:

Percentage of Eligible Children: Enter the SFSP: Percent 0-18-year-olds eligible. If that number is not 50% or above, please enter the number listed for CACFP: Percent 0-12-year-olds eligible.

If this is not the case, the system will ask "Are you using an alternate option as instructed by the State agency?" This option should only be selected with explicit permission from the State agency. If not, please select "No" and proceed to the other questions.

Block Number: Enter the 12-digit Block Group number.

Group Number: Enter the 11-digit Census Tract number.

Census Data Year: Enter the year of the data.

Age Range: Indicate whether the percentage used represents "0-12 year olds" or "0-18 year olds".

Site Operation

- Sites may select "Cafeteria Style", "Unitized meal", or may select "Other". Closed-enrolled and camp sites will also have the option to select "Family Style".
 - Sponsors with a FMSC or vended meals agreement must submit a [SFSP Unitized Meal Waiver](#) if they wish to serve non-unitized meals.
- "Are you requesting a waiver for the First Week Site Visit?" First week visits are not required for sites that operated successfully in the previous year and sponsors that successfully participate in the CACFP or the NSLP.
- "When sponsors collect their free and reduced-price meal applications, these forms must conform to USDA regulations and guidelines." For Open, Restricted Open, and Closed-Enrolled in Needy Area sites, the response should be "We do not collect free and reduced-price meal applications."

Ethnic and Racial Data

Enter the ethnic and racial data information for the site. This must include the actual number of students/children. The system will calculate and display the applicable percentages. The numbers entered should not add up to 100, unless there are 100 students/children at the organization. Current USDA Guidance does not allow the reporting of additional categories, such as "Two or More Races." If there are racial categories not on this list, do not report them. This may mean that your totals reported do not add up to 100%. That is not a problem. We have urged USDA to update this guidance in the future to accept additional categories.

Please use the information collected from the Racial and Ethnic Data Forms last year for returning sites and for new sites, please use the most appropriate method from the options below.

On May 17th, 2021, USDA released [CACFP 11-2021, SFSP 07-2021 Collection of Race and Ethnicity Data by Visual Observation and Identification in the Child and Adult Care Food Program and Summer Food Service Program – Policy Recission](#). Racial and ethnic data is no longer to be collected by visual observation.

School Food Authority (SFA) Sponsors

School Food Authority (SFA) sponsors may use the information collected by the registrar at the beginning of the school year.

Non-Profit Sponsors

Non-profit sponsors may use the information collected by their local SFAs. The State agency will provide this information upon request to the non-profit sponsors.

Sponsors of Camps

Sponsors of residential and non-residential camp sites, which collect meal applications, will use the information reported on the back of the applications. Children must not be asked to identify their own race and ethnicity.

Meal Service Information

Indicate whether the site is “Self-preparation at the site” or “Meal Preparation Facility”. Sites that receive meals through a vended meals agreement, FSMC contract, and/or meals that are delivered or picked up from a central kitchen must select “Meal Preparation Facility (Central Kitchen or Vended Site)”. Sites that receive vended meals through an FSMC or other vendor, or receives meals from a central kitchen, must answer “yes” to the question, “Do you have central or vended meal preparation facilities to document?”.

Meal Service Operation

- Select the meal types to be served at the site. Note: non-camp sites cannot receive SFSP reimbursement for lunch and supper in the same day at the same site.
- Please enter ‘0’ for months with no days of operation in the “Projected number of days the site will serve meals each month”.
- For each meal type selected, provide the “Maximum Program Capacity (# of children)” for the site and the “Projected Average Daily Attendance (#of children).

Waivers

There is a section for Meals Service Operation waivers and a section for Monitoring waivers. Only open and closed-enrolled sites can request the meal service operation waivers of non-congregate meal service and parent/guardian pick up without children present. A COVID-related reason is required for all waivers. The State agency is going to be very broad in our interpretation of a COVID-related need; reasons such as growing case counts, outbreak prevention, fear and anxiety around congregating, and staff burnout are acceptable reasons.

Submission and State Agency Review

Once the Site Application(s) and the Organization Application have been submitted, the State agency reviewers will assess the packet. If there are changes that need to be made, the reviewers will return the packet and include comments and questions in the “Review” tab on the right-hand side of the packet screen. Once any necessary changes have been made, re-submit the entire packet for approval.

Information contained in this document is subject change based on additional guidance from the USDA. Pieces of the SFSP Application Packet may need to be revised as a result of this additional guidance.

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